



OBTAINING A SPECIAL EVENT PERMIT

If you are interested in putting on a special event, such as a 5k, a block party, a customer appreciation event, or other events that require either use of public property, or a temporary (substantial) change in the use of private property, you will need to obtain a Special Event Permit. The objective of this process is to help you coordinating, and to ensure public safety.

In order to provide as much of a ‘one-stop-shop’ as possible for organizers of events, City Planner Josh Monk serves as the City’s coordinating official on all special events. He assists applicants in the process of completing the application, reviews proposals for compliance with the City’s ordinance, and coordinates with any other City departments that may play a role in the event.

The following are steps or necessary information will be helpful in the special event permit process.

- Organizers are encouraged to contact Josh early in the process. Josh can be reached at (336)248-3900, by email at JTMonk@LexingtonNC.gov, or in person at 31 West First Street, Lexington.
- You can print out a copy of the [Special Event Permit application form](#) or come by the office to pick up a copy.
- No fee is involved.
- It is important to submit the application as early as possible. Some events require coordination with other departments and can take 30 or 45 days to issue. If a street closure is involved, it may additional time.
- A map may be required for certain types of events that occur on public property, or over a greater distance, such as a walk/run/bike.
- All tents covering an area in excess of 200 square feet or a canopy in excess of 400 feet must be approved by the Fire Marshal and a permit is required. Please prepare to submit a copy of the certificate of flame retardant affixed to the tent or canopy.
- If the event is to be held on public property or City-owned property, you will be required to provide a copy of your insurance certificate for \$1 million general liability with the City assigned as additional insured.
- If event is held on private property which you do not own, approval from the property owner must be attached to application.

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- If alcohol sales are involved you must provide a liquor liability insurance policy and obtain an ABC permit. Check with the North Carolina ABC for the alcohol license that is appropriate for your event.
 - If merchandise is to be sold please fill out ALL information for merchant and the Federal Tax ID of merchant.
 - Depending on the size of the event, you may be required to hire police officers to protect the public safety.
 - Additional regulations may apply.